

# *City Manager's Office*

April 2016

To: City Council

From: City Manager

Re: Monthly Report

## **FINANCE DEPARTMENT**

### **Business Licenses**

- There were a total of 74 new and renewed business licenses processed in April including 31 renewals and 43 new licenses, totaling \$7,155.00. Of the 74 total business licenses processed, 28 were processed online. Delinquency fees went into effect on February 15 for in-City licenses that have not been renewed. Through the efforts of the business license department and Chief Delgado, 11 businesses with delinquent 2016 licenses were brought into compliance. We will continue to contact businesses, and begin to write citations for those who remain out of compliance.

### **Major Tasks Completed During the Month**

- Started training new Staff Accountant effective April 1.
- CAFR audit continues.
- 3 Year (and final) audit of the Transportation Benefit District.
- Follow up research of MUNIS Financial system.
- Provided preliminary information to Departments for 2017-2022 CIP Plan.
- Provided preliminary information to Departments for 2017 Budget Vehicle Replacement Schedule.
- Provided preliminary information to Departments for 2017 Budget Technology Replacement Schedule.
- Created new Fund 506 Facility Major Repair/Replacement Schedule for 2017 Budget.
- Calculated 2017 Budget interfund admin charges.

## MAJOR REVENUE TRENDS (CASH BASIS)

**2016 YTD Compared to 2015 YTD:**

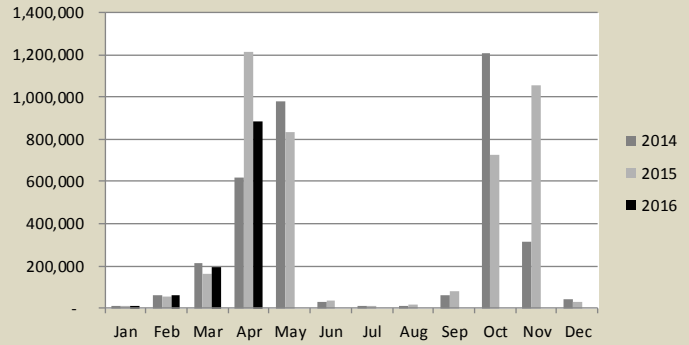
**(288,819) -20.1%**

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>%Mo Chg</u>
Jan	9,718	7,766	11,423	25.1%
Feb	62,078	55,462	57,840	11.9%
Mar	192,691	159,802	215,499	20.6%
<b>Apr</b>	<b>884,255</b>	<b>1,214,531</b>	<b>615,905</b>	<b>-27.2%</b>
May		834,623	981,322	
Jun		34,134	26,089	
Jul		12,380	12,065	
Aug		15,762	7,950	
Sep		76,908	60,275	
Oct		723,002	1,207,885	
Nov		1,054,756	316,753	
Dec		29,206	40,485	
<b>Totals</b>	<b>1,148,742</b>	<b>4,218,332</b>	<b>3,553,491</b>	

**2016 YTD Compared to Annual Budget: 4,573,530 25.1%**

### PROPERTY TAXES

2016 Actual vs. 2015 Actual



**2016 YTD Compared to 2015 YTD:**

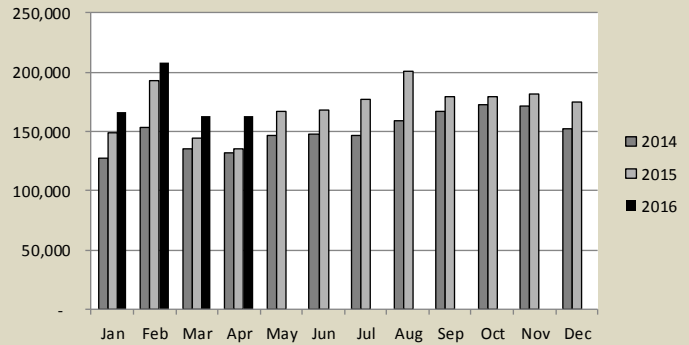
**78,470 12.6%**

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>%Mo Chg</u>
Jan	166,482	148,542	126,879	12.1%
Feb	207,580	192,640	153,733	7.8%
Mar	162,512	144,525	134,800	12.4%
<b>Apr</b>	<b>162,783</b>	<b>135,180</b>	<b>132,043</b>	<b>20.4%</b>
May		166,575	146,468	
Jun		167,671	147,711	
Jul		176,608	147,093	
Aug		200,510	159,385	
Sep		179,594	166,522	
Oct		178,690	171,951	
Nov		181,241	171,692	
Dec		174,869	152,640	
<b>Totals</b>	<b>699,357</b>	<b>2,046,645</b>	<b>1,810,917</b>	

**2016 YTD Compared to Annual Budget: 2,141,030 32.7%**

### SALES TAXES

2016 Actual vs 2015 Actual



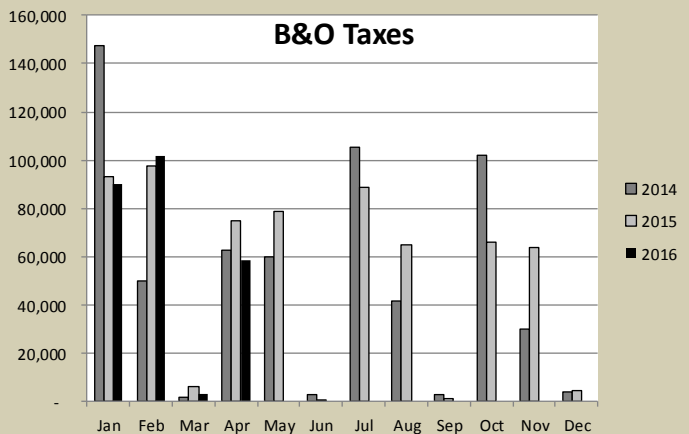
**2016 YTD Compared to 2015 YTD:**

**(19,134) -7.0%**

	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>%Mo Chg</u>
Jan	89,942	93,389	147,677	-3.7%
Feb	101,825	97,788	49,873	4.1%
Mar	3,106	6,095	1,493	-49.0%
<b>Apr</b>	<b>58,292</b>	<b>75,027</b>	<b>62,741</b>	<b>-22.3%</b>
May		78,927	59,921	
Jun		745	2,971	
Jul		88,597	105,554	
Aug		64,797	41,690	
Sep		1,192	2,890	
Oct		66,238	102,251	
Nov		63,614	30,155	
Dec		4,682	4,108	
<b>Totals</b>	<b>253,165</b>	<b>641,091</b>	<b>611,324</b>	

**2016 YTD Compared to Annual Budget: 640,000 39.6%**

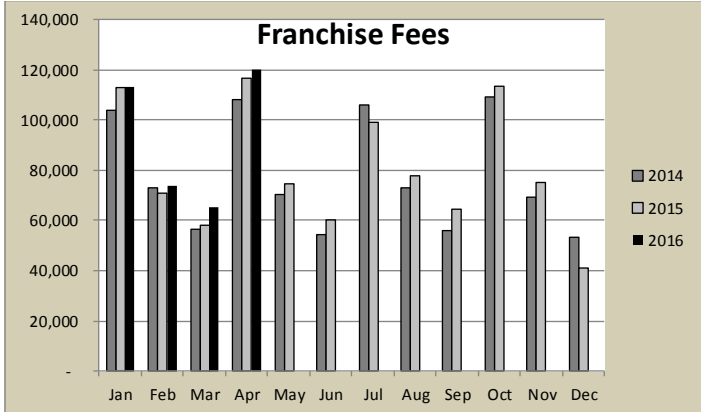
### B&O Taxes



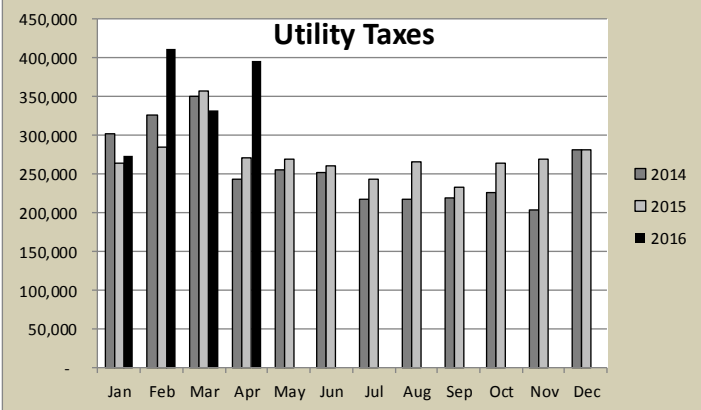
## MAJOR REVENUE TRENDS

(Cash Basis -Continued)

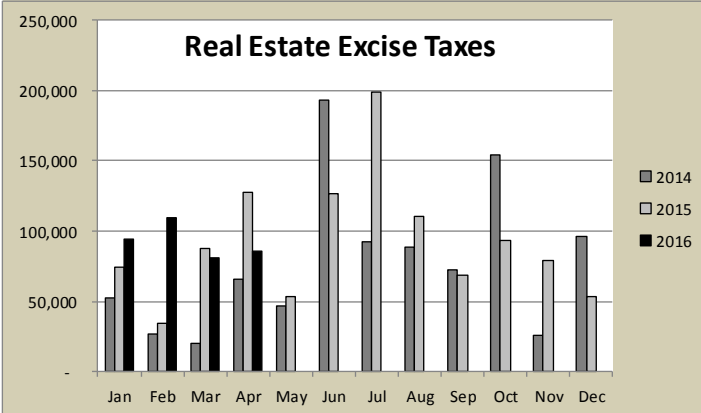
2016 YTD Compared to 2015 YTD:			14,223	4.0%
	2016	2015	2014	% Mo Chg
Jan	113,463	112,750	104,055	0.6%
Feb	73,834	71,075	73,165	3.9%
Mar	65,347	57,924	56,436	12.8%
Apr	120,207	116,879	108,097	2.8%
May		74,423	70,303	
Jun		60,470	54,540	
Jul		99,070	106,309	
Aug		77,663	73,166	
Sep		64,435	55,862	
Oct		113,761	109,105	
Nov		74,997	69,418	
Dec		40,908	53,544	
Totals	372,851	964,355	934,000	
2016 YTD Compared to Annual Budget:			996,000	37.4%



2016 YTD Compared to 2015 YTD:			235,256	20.0%
	2016	2015	2014	% Mo Chg
Jan	273,337	264,911	302,063	3.2%
Feb	410,967	284,340	326,082	44.5%
Mar	332,039	357,130	351,131	-7.0%
Apr	395,773	270,479	243,314	46.3%
May		269,809	254,925	
Jun		260,950	251,914	
Jul		243,353	217,888	
Aug		265,630	218,164	
Sep		233,833	219,620	
Oct		263,509	226,349	
Nov		269,275	203,122	
Dec		281,830	280,978	
Totals	1,412,116	3,265,049	3,095,550	
2016 YTD Compared to Annual Budget:			3,722,352	37.9%

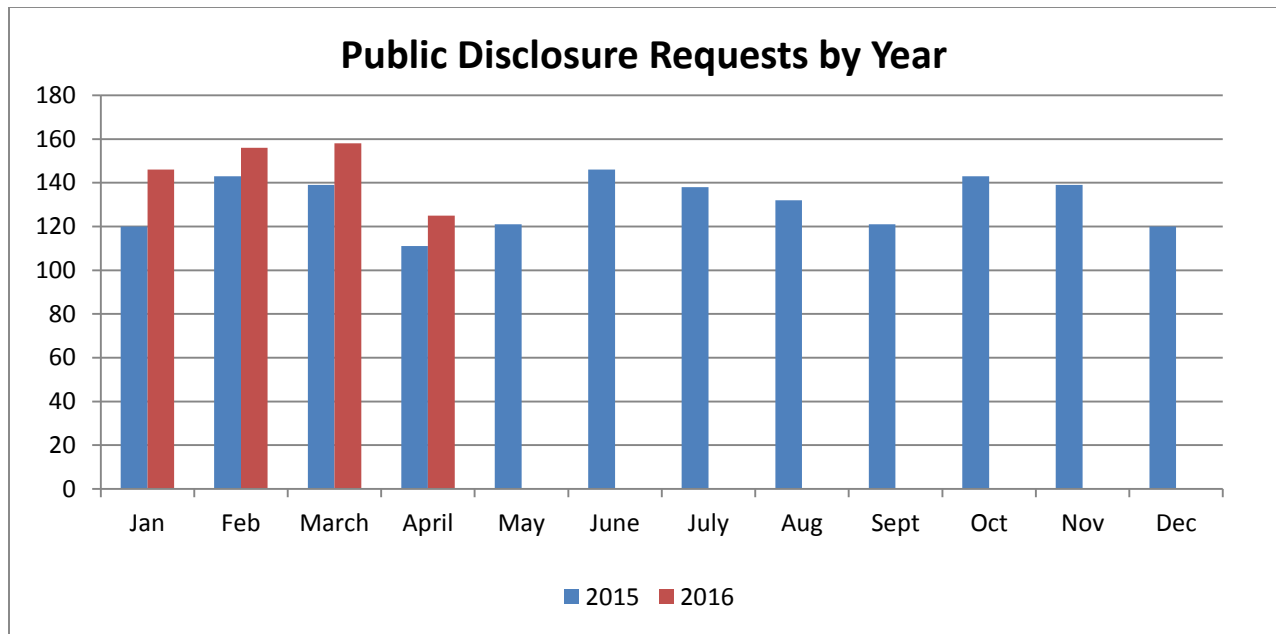


2016 YTD Compared to Annual Budget:		45,954	14.2%	
	2016	2015	2014	% Mo Chg
Jan	93,909	74,382	52,276	26.3%
Feb	109,153	33,884	26,826	222.1%
Mar	80,623	88,020	19,742	-8.4%
Apr	86,005	127,450	66,103	-32.5%
May		53,190	46,430	
Jun		127,038	193,059	
Jul		199,170	91,941	
Aug		110,322	88,753	
Sep		68,647	72,437	
Oct		93,478	154,557	
Nov		78,694	25,792	
Dec		53,220	96,222	
Totals	369,690	1,107,495	934,138	
2016 YTD Compared to Annual Budget:		984,520	37.6%	



**GENERAL FUND MONTHLY REPORT**  
**REVENUES & EXPENDITURES**  
**APRIL**

		2016 Budget Annual	2016 Actual Year to Date	%	2015 Actual Annual	2015 Actual Year to Date	%
<b>REVENUES</b>							
310	Taxes	12,514,977	3,917,397	31.3%	11,732,376	3,872,029	33.0%
320	Licenses & Permits	2,597,670	1,390,709	53.5%	2,048,118	620,527	30.3%
330	Intergovernmental	642,875	246,651	38.4%	680,664	203,162	29.8%
340	Charges Goods/Services	3,308,986	1,598,183	48.3%	2,938,642	976,792	33.2%
350	Fines & Foreitures	221,350	63,808	28.8%	237,702	85,990	36.2%
360	Misc Revenues	481,800	284,669	59.1%	369,181	104,870	28.4%
380	Other Financing Sources	-	2,793	0.0%	24,570	1,953	7.9%
	<b>TOTAL</b>	<b>19,767,658</b>	<b>7,504,210</b>	<b>38.0%</b>	<b>18,031,253</b>	<b>5,865,323</b>	<b>32.5%</b>
<b>EXPENDITURES</b>							
021	City Council	80,227	27,271	34.0%	65,728	24,518	37.3%
022	Muni Court	893,013	305,996	34.3%	954,950	303,528	31.8%
023	City Manager	1,553,576	479,585	30.9%	1,490,849	490,071	32.9%
024	Financial & Tech Services	1,638,355	501,619	30.6%	1,397,379	451,801	32.3%
026	Legal	590,111	192,481	32.6%	578,925	196,417	33.9%
030	Police	8,556,161	2,596,488	30.3%	7,578,932	2,406,595	31.8%
040	Plan, Bldg & PW Admin	3,578,116	1,160,895	32.4%	3,350,194	1,082,550	32.3%
045	Recr, Sr. Serv & Rentals	1,920,881	606,371	31.6%	1,903,281	596,044	31.3%
050	NonDepartmental	133,872	71,866	53.7%	121,877	71,973	59.1%
597	Transfers Out	286,440	8,898	3.1%	-		
	<b>TOTAL</b>	<b>19,230,752</b>	<b>5,951,470</b>	<b>30.9%</b>	<b>17,442,115</b>	<b>5,623,497</b>	<b>32.2%</b>
<b>REVENUES MORE THAN OR</b>							
<b>(LESS THAN) EXPENDITURES</b>		<b>536,906</b>	<b>1,552,740</b>		<b>589,138</b>	<b>241,826</b>	
<i>April is 4 months of 12</i>		<u><u>33.3%</u></u>					



### **LEGAL DEPARTMENT**

**Civil Matters:** To date this year, the Legal Department has opened 58 files for civil matters; primarily advisory work to assist the City’s operating departments.

- After repeated attempts by legal messenger to serve a Defendant in a nuisance abatement matter, Legal Department obtained a court order to post a Summons by Publication in the Seattle Times legal section. The notice is required to be published once a week for six consecutive weeks. One week of publication remains before the City can further pursue this matter in Superior Court. The Legal Department continued working on nuisance properties, with the Assistant City Attorney representing the City in 2 municipal court hearings regarding nuisance properties in March.
- A Statutory Warranty Deed, Construction Easement/Right of Way, and Utility Easement have been signed and recorded in the condemnation matter for a portion of the gas station property at the northwest corner of So. 216th Street and Pacific Highway South. This property will be used for the South 216th Gateway Project street improvements and was the final property needed to be acquired for the project.
- The Legal Department continued working on nuisance properties, with the Assistant City Attorney representing the City in 3 municipal court hearings regarding nuisance properties in April. The Assistant City Attorney reviewed and redacted numerous public records request responses.
- Legal staff is working with Planning, Building and Public Works Department staff on drafting ordinances to clean up a variety of small issues in Title 18, several of which will require Council to provide policy direction.

- The City Attorney and Prosecutor attended the Spring WSAMA Training Conference in Stevenson, WA. Topics of discussion included homelessness legal considerations; law enforcement videos; privacy rights and the Public Records Act; criminal law update; ethics; drones: local regulation and other issues; benefits of local improvement districts; Public Records Act policies for cell phones, social media, and more; serial meetings, lobbying, and the First Amendment; DUI blood cases; trial best practices: interfacing with witnesses and domestic violence victims; trial closing arguments; ethical considerations: confidentiality; sign code update; water-sewer "TED Talk"; lessons from Sarbanes-Oxley for Washington's cities and counties; land use update; design review; and evidence for trial lawyers.
- The Assistant City Attorney continued working on franchising issues regarding the utility districts that serve Des Moines.

#### **Prosecuting Attorney:**

- **Des Moines:** The Prosecuting Attorney filed 192 infractions and citations in April 2016 for **Des Moines**. Also filed were 295 Midway and Woodmont Photo Enforcement infractions and one code enforcement infraction. Staff responded to 12 infraction discovery requests.
- **Normandy Park:** The Prosecuting Attorney filed 35 infractions and citations in April 2016 for **Normandy Park**. Staff responded to 2 infraction discovery requests for Normandy Park.

### **PARKS, RECREATION AND SENIOR SERVICES**

#### **Administration**

- Des Moines Beach Park Picnic Shelter and Restroom Rehabilitation; The Beach Park Picnic Shelter and Restroom Rehabilitation Project design is in permitting review with the City and final design review with Recreation and Conservation Office, Department of Archeology and Historic Preservation and King County Landmarks Commission. Bidding is projected to start in May and the project is slated for completion in August 2016.
- Department of Archeology and Historic Preservation Award; The Department received notice that the City has been awarded the State Historic Preservation Officer's 25<sup>th</sup> Annual Award for Outstanding Achievement in Historic Preservation. The honor will be presented in Olympia on Tuesday, May 17 at 2:00 p.m.
- Des Moines Arts Commission; Recently the Arts Commission went through their Jury process and selected 6 new sculptures for the 2016-2018 Art on Poverty Bay Outdoor Sculpture Gallery. Current program artists will remove their art in early May so the new pieces can be installed in late May. The Beach Park Concerts Series is finalized for 2016 and will consist of 7 concerts on Wednesday nights July 6<sup>th</sup> through August 17<sup>th</sup> 7pm to 8:30pm. Seattle Shakespeare has been contracted and will be performing at the Beach Park August 7<sup>th</sup> "Love's Labour's Lost" starting at 5pm. The Arts Commission will again collaborate with Destination Des Moines and Des Moines Sunset Market. The opening concert will be preceded by Destination Des Moines' Community Barbeque that raises funds for Fireworks Over Des Moines and the opening of the Sunset Market at the Marina.
- The Seattle Symphony; The Seattle Symphony's community concert is slated on Sunday, October 23 at 12 pm at the Auditorium. The event is free to the public and no tickets are needed for entry.

The concert is part of the Symphony's Community Outreach Program. Prior to the concert the Symphony will provide a hands on musical workshop. Staff is working with the Highline School District, Highline College and Music for Life to engage youth artists and audience.

- Parkside Park Rehabilitation; The project to make park improvements including paving trails and updating the sports court and fitness equipment is funded by a CDBG grant in the amount of \$395,000. The Department of Ecology will provide additional funds for the removal and replacement of contaminated soil. The City was also awarded a \$25,000 King County Youth Sports Facilities Grant to provide funding for sports court renovations at the park. Last week staff met with Department of Ecology, the LA Studio LLC the project landscape architects and King County to update the rehabilitation project responsibilities and time frame.
- Main Street Community Landmarks Survey; Staff in partnership with the Destination Des Moines Main Street Program has received a \$5,400 grant from 4Culture for a project to survey community landmarks along Marine View Drive and 7<sup>th</sup> Avenue South and alleyways between S. 220<sup>th</sup> and S. 226<sup>th</sup> (the Main Street emphasis area). Artifacts Architectural Consulting will meet with the Main Street committee in May to scope the project.



- Street Banner Program – New 2016 Design; The new Street Banners have arrived and will be installed soon. The design of these banners continues the theme established on South 216<sup>th</sup> and carries it through the City and to the beach Park.
- Civic Engagement – Volunteer Hours; In the 1st quarter of 2016 the Administration Department had 153.25 volunteer hours. A breakdown of hours include 103 for the Arts Commission, 37.25 for Sonju Garden, and 13 from individuals.
- Earth Day Event on April 23; The Earth Day Event held Saturday, April 23 was a great success. Five collaborative events were held throughout the City. The Path Finder ministry collected debris at Kiddie/City Park, The Friends of Des Moines Creek Trail, cut and gathered ivy along the trail, Rotary collected debris on South 216<sup>th</sup>, 7<sup>th</sup> Avenue and Marine View Drive S., Resurrection Church and Sonju Park volunteers worked on the plots, paths and orchard at the park and Virgin American Airlines spruced up the Beach Park by scrubbing benches and other flat surfaces. Volunteers were sought via the spring City Currents, the City website, the Department's Facebook page, the Rec n Roll online Newsletter, email contacts and the Waterland Blog. In total, 177.5 volunteer hours were tabulated.
- Des Moines Beach Park and Des Moines Creek Park Vegetation Management; Staff received approval of the requested SEPA, Critical Areas and Shoreline permit for an ongoing project to remove invasive weeds in Des Moines Beach Park and Des Moines Creek Park. The work is critical to protect native trees and vegetation. The intent is that the City would then be able to remove invasive plants and restore native plants as resources and/or volunteer work parties are available to perform the work for many years to come.

### **Events and Facilities**

2016 booking pace is \$153,599. This does not include ancillary revenue for future months. This is just rent and ancillary revenue collected in the first 3 months of the year.

<b>April</b>	<b>2016</b>	<b>April</b>	<b>2016 YTD</b>	<b>2016 YTD</b>
<b>Revenue</b>	<b>YTD Revenue</b>	<b>Bookings</b>	<b>Bookings</b>	<b>Attendance</b>
\$21, 834	\$45, 801	5	93	17,520

### **Recreation and Sports**

<b>April</b>	<b>2016</b>	<b>2015</b>	<b>2015</b>
<b>Revenue</b>	<b>YTD</b>	<b>YTD</b>	<b>Year End</b>
\$61,179	\$286,558	\$246,200	\$770,798

- Club KHAOS; The month of April brought many children to the Club KHAOS before and after school programs. Held at six local elementary schools, the before and after school program provides homework time, arts/crafts, positive social and physical interaction through 30 minutes of active play, mornings and afternoons, including a healthy snack. There are currently 347 children enrolled in Club KHAOS with more children signing up each week. In April we had 2,847 participations which is an increase of 18% over last year.
- Club KHAOS Break Camp; We hosted our Spring Break Camp April 4-8 for both Highline and Federal Way School Districts as well as a 2 day Conference Break for Federal Way School District on April 14-15. We had 291 participations in our Spring Break Camp (74% increase over last year) and 22 participations for our Federal Way only Break Camp (69% increase over last year).
- Dr. Pepper/Good Sports Grant; Des Moines Parks, Recreation and Senior Services was selected as a recipient of a Dr. Pepper Snapple Group Let's Play/Good Sports Grant of \$30,000 over the next 2 years. The first order of over \$5,000 of sports equipment should be arriving this month. We only pay for shipping in the amount of 10% of the actual cost of the equipment. Gina Mordeaux, the Director of Government Affairs for the Dr. Pepper Snapple Group and Des Moines resident will do a check presentation in the future
- Spring Soccer; We have more than 270 participants forming 35 teams in our Soccer League. Throughout April we had 60 matches at the Field House, with an estimated 3,300 spectators over the 5 Saturdays.
- Tournaments; In April we were part of the Amateur Softball Associations (ASA) two day tournament with an estimated 600+ spectators each day as well as hosts to the Jon Vivar Memorial Softball Tournament, a one day event with 18 teams and an estimated 700+ spectators. We were also the home of the Clean and Sober Softball Association's South Central Sunday League with 8 teams, over 100 participants and 300+ spectators for 3 Sundays.
- Civic Engagement - Volunteer Hours; Throughout the month of April we had 588 volunteer hours.



## Senior Services Activity Center Update

### Senior Center Statistics – April 2016

	2015	2016
Meals Served	940	825
Fee Program	958	821
Drop In	662	614
Civic Engagement – Volunteer Hours	643	573
Consultations (legal, footcare, fitness, shuttle, blood pressure, counseling, senior rights, etc.)	285	354
Revenue for April	\$3,054	\$3,624
Expenses for April	\$4,570	N/A

- Earth Day Celebration Wellness Walk; Activity Center staff celebrated Earth Day with our 3<sup>rd</sup> annual wellness walk Wednesday, April 20th at 11:30am. Twenty-five participants had a choice of three walking distances. Every walker who completed their route received a prize from the event sponsor, Judson Park Retirement Community. The Mt. Rainier Dance Team also joined our event for cheering the participants as they walked and a lunch time dance.
- Spring Classes, Workshops and Services; The month of April saw the continuation of our popular writing classes held at Wesley Gardens. Both the creative writing and the memoir writing have a group of at least eight students. The April AARP Safe Driver class was hosted over two days with twenty-one students. Enhance Fitness continues to maintain a strong attendance year around. The morning meditation class taught by volunteer Sharda Vekaria has a small but loyal following. This month, we begin a trial program with Judson Park called Drop-In Discussion's offered right after lunch. A trained social worker will guide the conversation. The Mosaics Art class, hosted by Des Moines Legacy Foundation began on April 26 with fifteen students. Comfort Keepers presented Creating an Effective Care Plan on Tuesday April 26 with eight in attendance.
- April Trips
  - Out to Lunch- 28 travelers to the Cliff House in Tacoma
  - Sea of Green Marijuana Farm- full bus of fourteen with six on the waiting list. We will visit the farm again in August.
  - Saturday Night Fever at Broadway Performing Arts Center had fourteen travelers.
  - Newsies at Paramount Theater had twenty-one travelers.
  - Emerald Downs Race Track- eight race track fans attended the tour and reserved seats.
- Human Services Advisory Committee; The next committee meeting is Thursday, May 26th, 4:30pm at the Activity Center. The committee is now reviewing thirty- six agency applications for 2017/18 human services funding.
- Senior Services Advisory Committee; The next committee meeting is Thursday, May 26th, 2:30pm at Activity Center.

## **POLICE DEPARTMENT**

- The Department held two Coffee with a Cop Events in April. The first at Judson Park, and the Second at the Saddlebrook Apartments.
- CSO Seaberry served as a guest reader at the Des Moines Library, sharing E911 story Emery & the Ice Carnival with local children.
- The Reading Buddies program continues, and has been a great collaboration. The program brings together senior volunteers from Wesley Homes to read with elementary school students at Midway Elementary. Together the children build stronger reading skills, and volunteers are able to serve as positive role models for the children.
- CSO Seaberry served as a guest speaker at Puget Sound Skills Center. There she spoke to students about the importance of online safety rules.

	April-15	April-16	Monthly % DIFFERENCE	YTD 2015	YTD 2016	YTD % DIFFERENCE
<b>Homicide</b>	0	0	0%	0	2	200%
<b><u>Sex Offenses</u></b>	1	3	200%	8	16	100%
<b>Robbery</b>	2	2	0%	17	8	-53%
<b>Assaults*</b>	13	22	69%	65	72	11%
<b>Burglary</b>	12	16	33%	50	55	10%
<b>Larceny*</b>	52	65	25%	208	219	5%
<b>MV Accidents</b>	25	25	0%	107	115	7%
<b>MV Thefts</b>	9	25	178%	70	104	49%
<b>Arson</b>	0	2	200%	1	3	200%
<b>Moving Violations</b>	406	226	-44%	1,430	1,044	-27%
<b>Photo Enforcement</b>	276	275	0%	1,139	1,217	7%
<b>Officers Assaulted</b>	0	2	0%	0	3	300%
<b>Adult Arrest</b>	17	19	12%	86	63	-27%
<b>Juvenile Arrest</b>	0	2	200%	6	5	-17%
<b>Calls For Service</b>	1,478	1,494	1%	5,809	5,620	-3%
<i>*Assault and Larceny category include all reported felony and misdemeanor crimes.</i>						

## **MARINA**

### **ADMINISTRATION**

- Moorage Occupancy Report: In April the seasonal boaters returned bringing the total occupancy rate for the Marina up 5% over last month. At the end of the month the occupancy rate in the open slips was 94%, the covered slips were at 85% and the dry sheds were completely full, bringing the

total occupancy rate to 98%. To date, 35 boaters have signed up for the 5 month pre-pay seasonal rate package. The pre-pay program offers a 15% discount over the regular monthly moorage rate.

OCCUPANCY / VACANCY REPORT  
As of APR 1, 2016

OPEN													TOTAL	
LENGTH	20	24	28	30	32	36	40	50	45-50	48-54	58-62	90		
TOTAL SLIPS	9	47	102	0	20	26	37	15	1	2	3	1	263	
VACANT SLIPS	0	10	4	0	0	0	1	0	0	0	0	0	15	
NUMBER OCCUPIED	9	37	98	0	20	26	36	15	1	2	3	1	247	
OCCUPANCY (%)	100%	79%	96%		100%	100%	97%	100%	100%	100%	100%	100%	94%	
COVERED													TOTAL	
LENGTH	20	24	28	30	32	36	40	50						
TOTAL SLIPS	29	141	157	7	50	39	26	11						460
VACANT	3	19	44	0	0	1	0	0						67
NUMBER OCCUPIED	26	122	113	7	50	38	26	11						393
OCCUPANCY (%)	90%	87%	72%	100%	100%	97%	100%	100%						85%
SLIP OCCUPANCY													89%	
DRY SHEDS														
TOTAL SHEDS	74													
VACANT	0													
NUMBER OCCUPIED	74													
OCCUPANCY	100%													
STORAGE YARD														
TOTAL SPACES	32													
VACANT	2													
NUMBER OCCUPIED	30													
OCCUPANCY	94%													
TOTAL OCCUPANCY													98%	

- Capital Projects; In April, a local contractor completed installing a new roof and skylights on the tenant restroom. The staff also completed the contract with Elcon Electrical Contractors to replace the high-voltage electric distribution lines between the boat yard and D Dock. The staff expects to have the work done in June.

- Pay Parking; The staff completed and submitted the SEPA and Shoreline applications in April. The staff also met with the ownership group that owns the land and building that is leased to Anthony's Restaurant. The parking agreement is actually between the City and this ownership group. Both parties agreed to meet again as soon as possible to discuss the issues.

## MARINA SERVICES

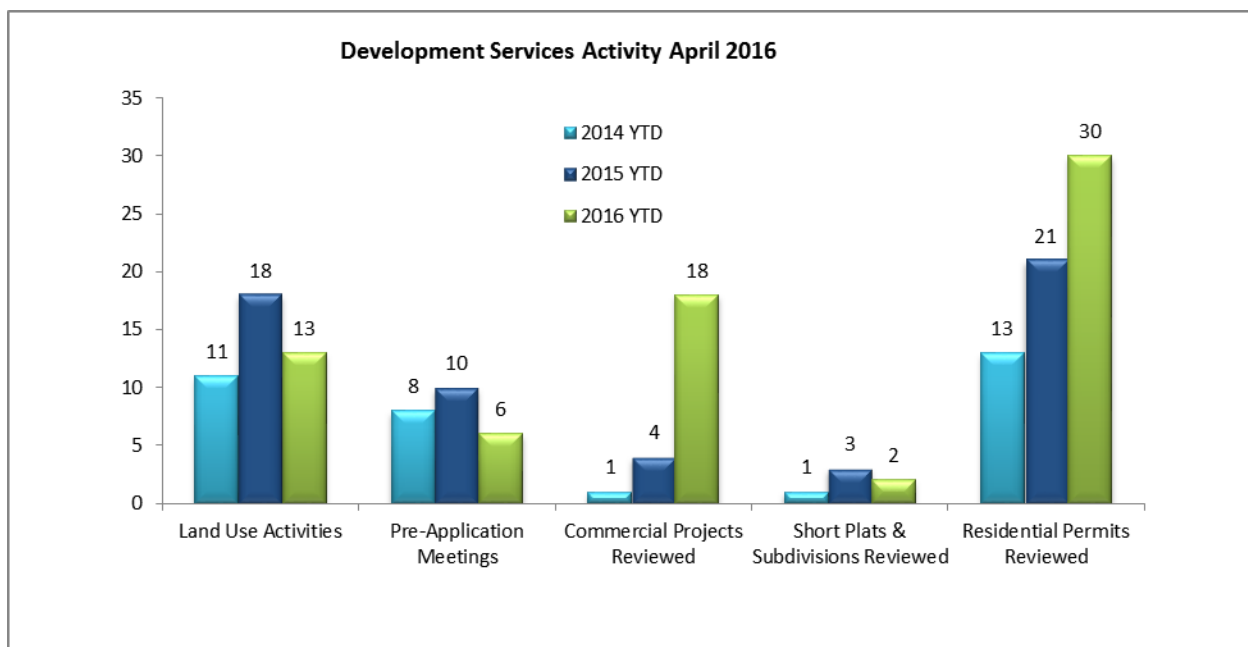
- The total gallons of fuel sold during the first four months of this year is down about 15% from the same period last year. The staff believes that the weather in January and February is the main cause of lower sales. Fuel prices have been increasing steadily over the last month but they are still significantly less than at this time last year. The staff is still expecting a good year for cruising and club visits.

## MARINA MAINTENANCE

- The Maintenance staff continued working on replacing all of the potable water lines on the docks and at the end of April had all the docks completed. The staff continued painting trusses in the covered moorages and assisted the contractor that replaced the roof on the tenant restroom.

## **PLANNING, BUILDING AND PUBLIC WORKS**

### Planning and Development Services Division



### Commercial Scale Projects Pending Review/Approval

- Des Moines Creek Business Park/FAA Master Plan, S 216th St/24th Ave S, LUA2015-0059: Master Plan and Preliminary Short Plat submitted 8/14/15. On 1/21/16, City Council held a public hearing and approved Resolution 1322 thereby approving the 2<sup>nd</sup>

Addendum to the Restated and Amended Second Development Agreement between the City and the Port of Seattle and amending the DMCBP Master Plan. An application for rough grading on the site was submitted on 12/31/15. Civil plans and short plat revisions submitted on 2/9/16. Comments due to Planning 3/4/16 and 2/23/16 respectively. On 2/24/16, staff met with Applicant on conceptual building and site design and design review submittal requirements. A pre-construction meeting for the rough grading of the site was held on 4/6/16.

- Wally's Storage Addition, 22531 Marine View Dr, BLD2015-1328: Building permit application submitted on 11/30/15. Letter sent on 12/15/15 informing applicant that they must apply for design review. Master Development Application received on 12/22/15 without any of the submittal items requested. Business owner of Wally's took over as project contact and was made aware of the design review requirements on 1/6/16.
- Thind/Comfort Inn, 2628 S 222<sup>nd</sup> Street, LUA2015-00: Design review application received on 11/13/15 to construct an 89,596 SF hotel complex with 158 guest rooms on a lot of 23,698 SF located at 2628 222nd Street, Des Moines, WA. Plans routed for design review on 11/13/15. Design review comments sent on 12/23/15. Plan revisions submitted on 4/28/16.
- Des Moines Theater, 22325 Marine View Dr. S, LUA2015-0054: Applicant submitted design revisions on 3/11/16. Staff comments sent on 3/25/16. Staff continues to work with applicant regarding the design review resubmittal. Revisions submitted on 4/22/16 and comments due 4/29/16.
- Seascope, 22607 Marine View Dr. S, LUA2015-0053: Application submitted for SEPA and design review on 9/21/15. A notice of complete application was issued on 10/8/15. The proposed project is an 115,697 SF mixed use building that includes 6,644 SF of commercial space, 49 residential units and 106 parking spaces. Plans routed for SEPA review on 10/9/15. SEPA DNS notice was issued on 11/30/15. SEPA public comment period ended on 12/15/15 and five comment letters were received. A comment response letter was sent to those that commented on 12/17/15. The 10-day appeal period lapsed on 12/28/15 and no appeals were filed. Design review comments sent 1/8/16. Resubmittal pending.
- Marina 87 (formerly Des Moines Apartments), 223XX 7th Ave S, LUA2015-0002: Application submitted for SEPA and design review on 1/23/15. SEPA DNS issued on 3/19/15. Design Review and traffic comments sent to applicant on 4/20/15. Staff met with architect to discuss resubmittal on 7/9/15. Design Review resubmittal received 8/27/15. Design review comments sent on 10/13/15. Staff met with architect on 10/28/15 to discuss staff comments and applicant questions. Staff provided response to applicant questions on 11/10/15. Staff continues to work with applicant to address parking comments and applicant questions. Applicant submitted design review revisions on 3/18/16. Staff comments sent on 4/7/16. Staff coordinating with new project architect regarding comments and resubmittal requirements.
- Highline Place, 23609 Pacific Highway South, LUA2015-0006: On 4/6/16, Applicant submitted materials for a second pre-application meeting. Design review application submitted on 4/15/16. Staff met with applicant on 4/20/16. SEPA review underway. Coordinating with on-call consultant for expedited design review.

- Wesley Homes Master Plan, 815 S 216<sup>th</sup> Street, LUA2015-0035: Applicant submitted civil and grading plans on 1/11/16 and design review application on 2/26/16. Notice of Complete Application issued on 3/17/16. Comments due to Planning on 4/15/16.
- Be Be Nails, 22602 Marine View Drive S, 8/3/15, LUA2015-0043: Design Review application submitted on 8/3/15. Comments sent to applicant 8/20/15. Revisions submitted on 10/7/15. Pending Planning review. Planning provided comments for a consolidated review letter on 11/19/15.
- DM Mixed Use, 7<sup>th</sup> Avenue S/227<sup>th</sup> S, LUA2015-0044: Design Review application submitted on 8/3/15. Review comments sent on 9/23/15. Staff e-mailed applicant to check on status of resubmittal on 12/3/15. On 2/7/16, the Applicant's new architect contacted the City to discuss the project status and next steps for resubmitting plans. Staff continues to work with Applicant regarding resubmittal requirements. Resubmittal pending.

#### Subdivisions Pending Review/Approval

- Warren 4 Lot Short Plat, 900 S 242<sup>nd</sup> St, 5/7/15: Preliminary plat approval issued 1/14/16. Civil plans routed for review on 3/15/16. Comments due to Planning on 3/31/15.
- Shoopman 4 lot Short Plat, 2414 S 222<sup>nd</sup> St, 5/26/15: Preliminary plat approved on 11/17/15. Civil plan review submitted 2/1/16. Notice of Incomplete Application sent 2/4/16. Revisions/clarifications and fees received. Comments sent to applicant on 3/31/16.
- The Pinnacles 22 lot Modified Subdivision, S 232<sup>nd</sup> and 14<sup>th</sup> Ave S, 6/10/15, LUA2015-0030: Civil plans approved 3/1/16. Pending posting of bond to issue under Grading Permit.

#### Land Division Requests with Approvals, Pending Construction

- Pacific Heights PUD, 77 lot PUD, 15xx S 279<sup>th</sup> Place, and 6/1/11: Applicant submitted minor deviation request on 7/16/15. Minor deviation determination issued 8/26/15. Received inquiries from potential buyer about next steps, park in-lieu fees and traffic impact fees.
- Highline View Estates, 21 lot PUD, 21xx S 240<sup>th</sup> St 9/01/06: Clearing of significant vegetation and rough grading of site is underway. Revisions to stormwater and transportation plans approved 12/10/15.
- Blueberry Lane, 62 lot PUD, 196xx Des Moines Memorial Drive: Council consideration of final plat is on hold pending resolution of an adverse possession claim.

#### Shoreline and Critical Area Projects Pending Review/Approval

- Im, 6/25/10, LUA2012-0023: On 11/30/15, the Hearing Examiner issued a decision to approve the Shoreline Conditional Use and Shoreline Variance permit applications. Decision documents were e-mailed to the Washington Department of Ecology's Shorelines Division on 12/1/15 and sent via certified mail on 12/3/15. On 1/7/16, Ecology sent a notice of incomplete Shoreline Conditional Use and Shoreline Variance Permit applications to the Applicant with a response deadline of 2/6/16. On 2/5/16, the Applicant requested an extension of Ecology's deadline. On 3/24/16, city staff, city consultant, Applicant, and Ecology conducted a site visit and follow-up meeting. On 4/14/16 staff sent a response memo to Ecology documenting the

City's review process and responding to Ecology's questions. Awaiting approval from Ecology.

- PSE Bulkhead Repair, 11/4/15, LUA2015-0058: Application submitted on 11/4/15, and supplemented on 12/10/15, for land use review and SEPA environmental review. Application was deemed complete 12/11/15. On 1/29/16, staff met on site with the Applicant, Washington Department of Fish and Wildlife and consultants to discuss the scope of the project and site conditions. Consultant Theresa Dusek is providing technical support on the review of the project. SEPA DNS was issued on 4/11/16. SEPA notice comment period ended on 4/25/16. Staff is coordinating with PSE on additional permitting and shoreline permit exemption letter.
- Saltwater State Park Buoy Maintenance, LUA2016-0005: Application submitted on 2/25/16 for land use review and shoreline exemption. Application was deemed complete on 4/10/16. A combined SEPA DNS Adoption and Shoreline Permit Exemption Determination was issued on 4/27/16. Application submitted on 02/25/16 for land use review and shoreline exemption. Application was deemed complete on 04/10/16.

#### Pre-Application Meetings:

- Markwell Arcade, PA2016-0002: Pre-app meeting scheduled for 04/06/16. Proposal is for new all-ages arcade at 22306 Marine View Dr. There are issues with parking and possibly serving alcohol.
- Karis Bikini Barista Stand, PA2016-0003: Pre-app meeting held on 4/13/16. Proposal is for bikini barista stand in parking lot at 22002 Pac Hwy S.
- Wang Short Plat, PA2017-0006: Pre-app meeting held on 4/27/16. Proposal is for a 4 lot short plat at 23206 Marine View Dr. S.

#### City Services, Project Management and Coordination

- Marina Master Plan - Lot Aggregation/Reorientation; The existing platting patterns of both terrestrial and marine properties under City ownership are confusing for existing operations and not conducive for future marina development. A re-plat of these properties is needed to clarify ownership patterns and identify properties that are encumbered or otherwise restricted, but used for Marina purposes. Staff met with the Harbor Master to discuss surveyor information and next steps to record the short plat. Comments on latest submittal sent on 3/6/15. Revised sheets submitted 8/14/15. Item will be scheduled for Council to authorize City Manager to sign.
- Beach Park Vegetation Management Plan; Staff is working with the Parks Department to establish a vegetation management plan for the removal of invasive plant species within the Beach Park.
- Solid Waste/Recycling:
  - The Spring Residential Recycling Event was held at the Marina on 3/19/16. 463 carloads of recyclable materials totaling over 39 tons were received. These items included scrap metal, appliances, styrofoam, bulky wood, reusable household goods, used motor oil, tires, batteries, cardboard and mattresses. Reports and reimbursement requests to the three grant agencies have been submitted.

- The Recology CleanScapes Curbside Collection Event was held the week of 3/21/16. Single family residential customers were able to place up to three additional 32-gallon containers of garbage at the curb on their collection day. Tonnage reports indicate that an additional 3.5 tons was collected over the previous week's amount.
- Staff attended the 3/11/16 Metropolitan Solid Waste Management Advisory Committee meeting. The agenda included updates state legislation, demand management at transfer stations, transfer station recycling, special waste, and food waste prevention. A 50<sup>th</sup> Anniversary event will be held at the Cedar Hills Landfill on 4/23/16.

### Business Licenses and Minor Home Repair

- Business Licenses: There were a total of 74 new and renewed business licenses processed in April including 31 renewals and 43 new licenses, totaling \$7,155.00. Of the 74 total business licenses processed, 28 were processed online. Delinquency fees went into effect on February 15 for in-City licenses that have not been renewed. Through the efforts of the business license department and Chief Delgado, 11 businesses with delinquent 2016 licenses were brought into compliance. We will continue to contact businesses, and begin to write citations for those who remain out of compliance.
- Minor Home Repair: In April, no projects were completed. There are three projects in process. They include the exterior prep and paint of both halves of a duplex in Huntington Park for two of our senior citizens. There are three people on the waiting list.

### Miscellaneous Development Review Activities

- Juberg Bee's, LUA2016-0010: Application for keeping of bees at 801 S. 248th St. Noticing is being coordinated.

### Planning Projects

- Essential Public Facilities Noticing Requirements: During the fall of 2015, the Des Moines City Council directed staff to develop an Ordinance to establish specific noticing requirements for EPFs, with the intent to provide broader noticing for certain types of EPFs. On December 17, 2015 the City Council adopted Resolution 1320, setting a public hearing date on 1/11/16 to consider Draft Ordinance 15-206 related to noticing requirements for EPFs. At the January 14, 2016 Council Finance and Economic Development Committee (F&EDC) meeting, the Planning, Building and Public Works Director discussed the importance of addressing the siting of EPFs in a more holistic manner. The purpose is to enable the City Council to revisit our current regulations and expand upon and/or clarify the review criteria and decision processes. The Committee was supportive of this recommendation, and asked for further information and update at their next meeting; therefore, the public hearing must be continued. Staff conducted research and on the permitting criteria and processes in other jurisdictions for discussion with the F&EDC. A draft ordinance was discussed at the 3/10/16 Committee meeting. Commerce



notice sent on 3/11/16. Staff incorporated F&EDC changes for discussion at the 4/14/16 meeting. SEPA DNS issued on 4/14/16, comment period closed 4/28/16 and appeal period lapses on 5/9/16. A public hearing is scheduled for 5/12/16.

- Zoning Code Maintenance: Staff and consultant Grant Fredricks have been working on amendments to the Zoning Code (Chapters 18.01, 18.15, 18.20, 18.30, 18.52, 18.55, 18.105, 18.190, 18.195, 18.200, 18.210 and 18.235 DMMC) to correct omissions, errors, inconsistencies and to clarify City Council intent. Staff presented Draft Ordinance No. 16-023 to the Council Finance and Economic Development Committee on 3/10/16 and 4/14/16. Notice of intent to adopt and request for expedited review was sent to WA Department of Commerce on 4/27/16.

## Sound Transit

- Staff and Consultant (Grant Fredricks) attended the Sound Transit's Interagency Working Group meeting. Staff continues to coordinate with the Cities of Kent, SeaTac and Federal Way and Highline College to discuss issues and opportunities associated with potential light rail alignment and station locations. Staff continues to meet with Sound Transit staff and consultants to discuss the Highline College Station Area and S 236<sup>th</sup> Lane improvements. Discussions continue about the possibility of establishing a Memorandum of Understanding between the Cities of Kent and Des Moines to re-commit to working together as partners to transform the Midway community into a sustainable urban area that supports a diversity of housing types, enhances commercial development and optimizes its geographic location, wide range of transportation options, educational institutions, and views by further refining, clarifying and memorializing the development details of the greater FWLE Midway Highline Station area, and advocating on each other's behalf for the other party's interests. On 1/28/16, the PBPW Director provided a draft MOU to the City of Kent for consideration and input. Staff attended meetings with Sound Transit on 2/8/16, 2/22/16, 3/8/16 and 4/5/16 related to the project design and station area planning.

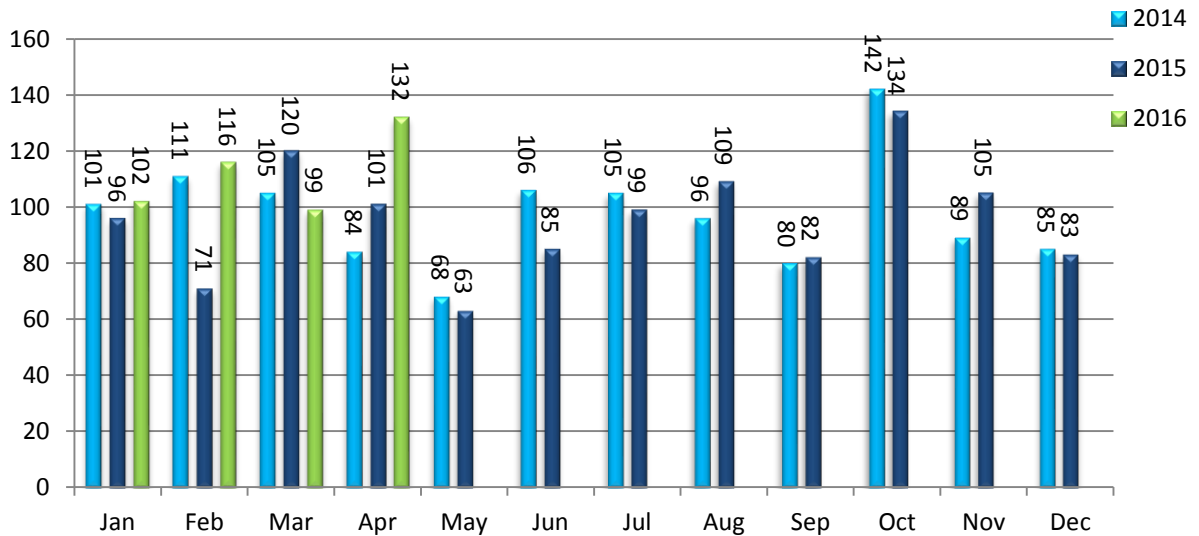
## Building Division

- In April, the Building Division issued 141 permits: 9 Building permits and 132 Electrical, Mechanical and Plumbing permits. The Department received \$1,411,591 in revenue and processed \$1,618,406 in total City receipts. Building Division's portion of PBPW revenues for this period was 62.6% (\$884,298), the Planning Division's portion was 2.1% (\$29,325), and the Engineering Division's portion was 35.3% (\$497,968). As is the normal now, there are several approved permits and revisions waiting for "pick-up." Activity related to commercial and residential projects and Tenant Improvements projects is moving briskly on all levels.
- During April 2016 Permit Staff issued 63 online permits out of a total of 141 BLD permits (Building, Electrical, Mechanical, and Plumbing). The online permits are limited to over-the-counter (OTC) residential permits that do not require plan review. There were 122 total non-plan review permits (OTC and online) issued in April. That means online permits

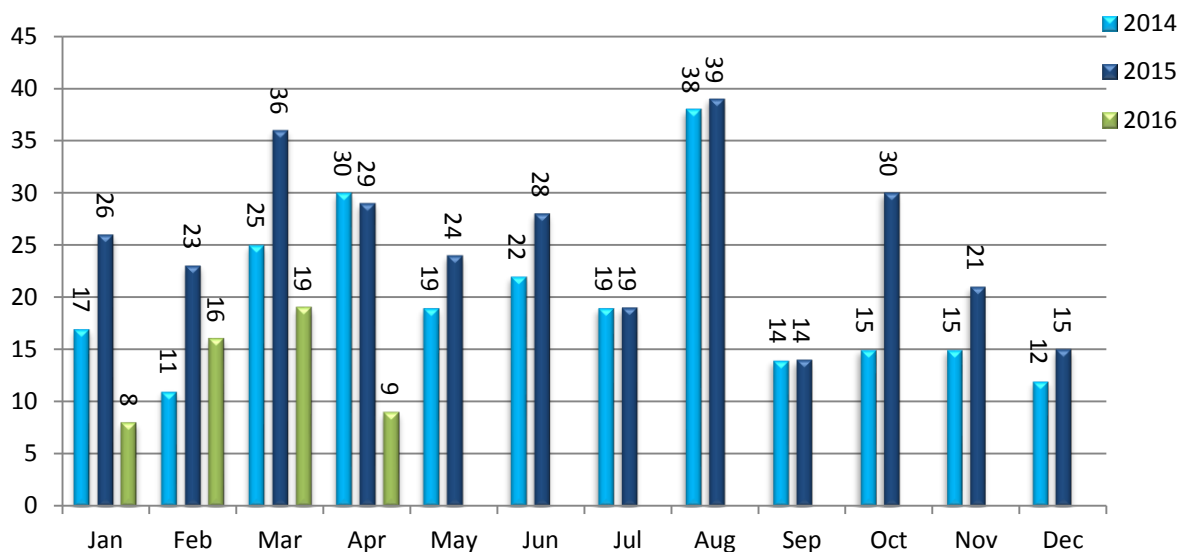
represented 45% of all permits during March and 52% of all non-plan review permits in April.

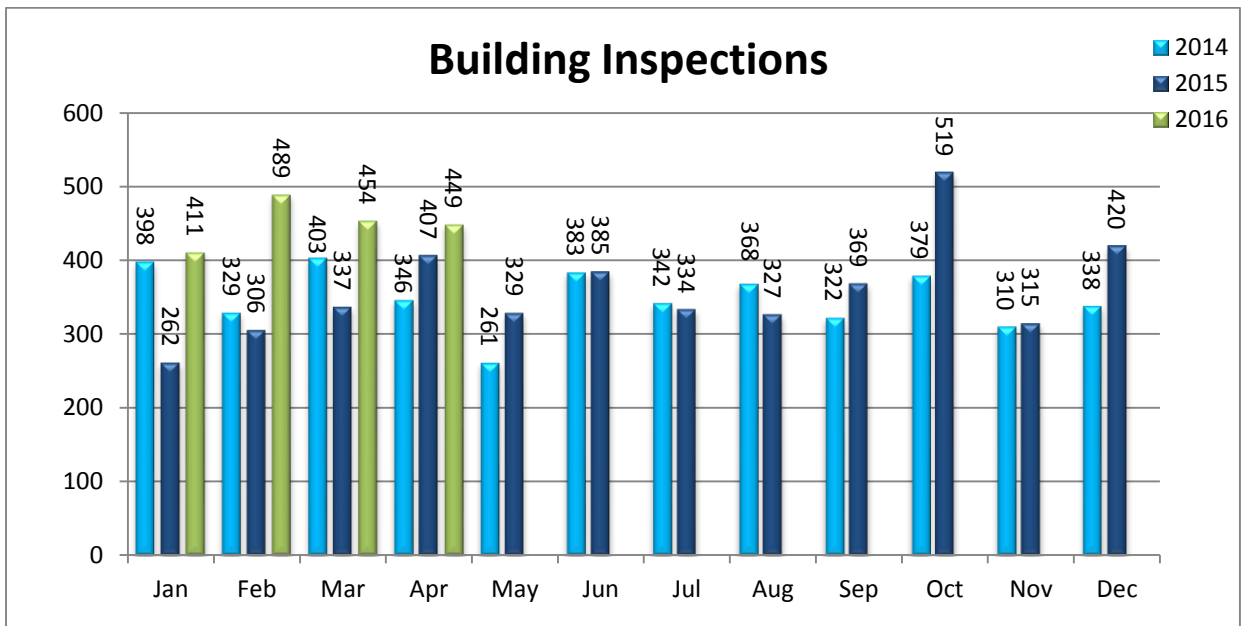
- Year-to-date, 497 total BLD permits have been issued. The total non-plan review permits issued is 410. 191 total online permits make up 38% of all permits and 47% of all over-the-counter permits.

## Plumbing, Mechanical & Electrical Permits



## Building Permits





- Adriana Mixed Use Project, 22525 7th Ave S:** This large scale building project began on February 5. The land clearing and grading permit, along with the shoring permit have been issued. The site work, excavation, and shoring work are all progressing in a timely fashion. Footing and foundation work is underway.

- Des Moines Creek Business Park, 2341 208<sup>th</sup> Street: Phase I of the development begins with three warehouse type buildings. Building 1-A is a 146,425 square foot structure valued at \$8.7 million; Building 1-B is a 144,375 square foot structure valued at \$8.1 million; and Building 1-C is a 233,400 square foot structure valued at \$13 million.
  - Tenant improvements continue underway for portions of all three buildings. The various permits (electrical, plumbing, mechanical, fire sprinkler and alarm, etc.) continue to come in at a brisk pace. In Building 1-A, a company called Meiko has been issued a Certificate of Occupancy for the northerly most section, and a company that stores “Storage Pods” is under way with a tenant improvement for the majority of the remainder of the building. In Building 1-B, Greencore has now received all permits for the Tenant Improvement and is making substantial progress. Greencore hopes to open for business on May 24. Building 1-C is hosting K-2 Skis as the main tenant taking up the majority of that building. The warehouse section of that TI is almost complete, and the research and development portion of the TI has begun in earnest. K-2 has been given approval to begin to fill their massive storage racking system.
- Des Moines Creek Business Park, 2361 & 2141 S 211<sup>th</sup> Street: Phase III (the central portion of the Park) of this development begins with two warehouse type buildings. Building 3-A is a 149,000 square foot structure valued at \$8.65 million (the value of the structure only, not the interior improvements). Building 3-B is a 338,866 square foot structure valued at \$22 million (the value of the structure only, not the interior improvements). Building 3-A is ready for pickup, and Building 3-B’s plan sets were submitted on April 28. The contractor wishes to begin this building on June 1.

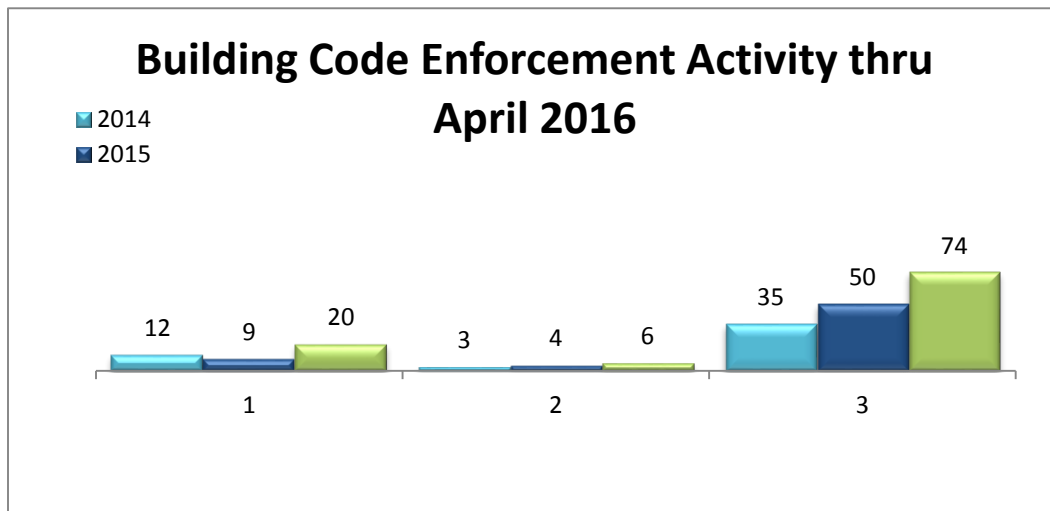


- SeaMar Medical Office Building & Family Housing Project, 24215 Pacific Hwy S; This large scale multi-building project has received a Temporary Certificate of Occupancy while a few items are being completed. The civil improvement work in the City of Kent's Rights-Of-Way has not yet been approved by the City of Kent.

## Code Enforcement Division

Due to 2016 budget constraints and shortfalls, the Code Enforcement Officer Position has been eliminated, effective December 31, 2015. The result of this budget cut is that there will be a significant reduction in the level of service that the City is able to provide related on Code Enforcement issues. At this point in time, only fire and life safety issues will be addressed.

The graph below represents the Building Division's Code Enforcement activity. Activity continues to be brisk at various locations in the City.



## Engineering Services Division

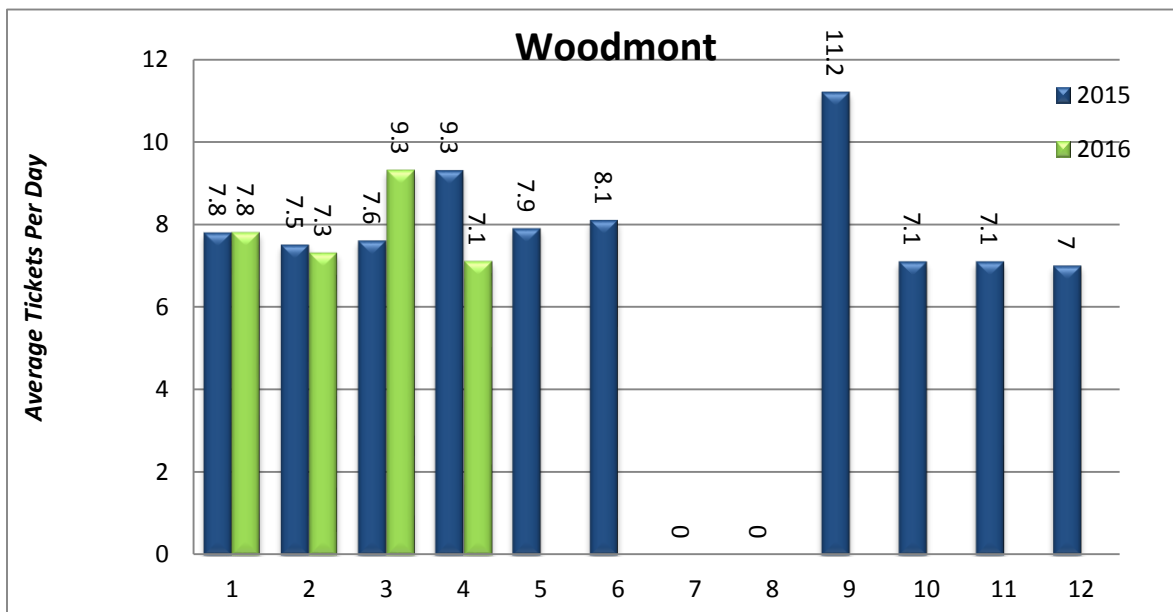
### Emerging Issues

South 251st Street Landslide; The City declared an emergency after a heavy rainfall on October 31, 2015 for South 251st Street and entered into contract with Scarsella Bros. Inc. and KPG Inc. to perform interim mitigation until such time when a permanent fix can be permitted and constructed. A temporary storm drainage outfall has been constructed to mitigate discharge adjacent to the retaining wall. City staff is coordinating efforts with KPG Inc. to begin permanent permitting and design efforts. A Task Order Assignment for KPG and Budget Amendment for the permanent repair work was scheduled for the April 7 Council meeting.

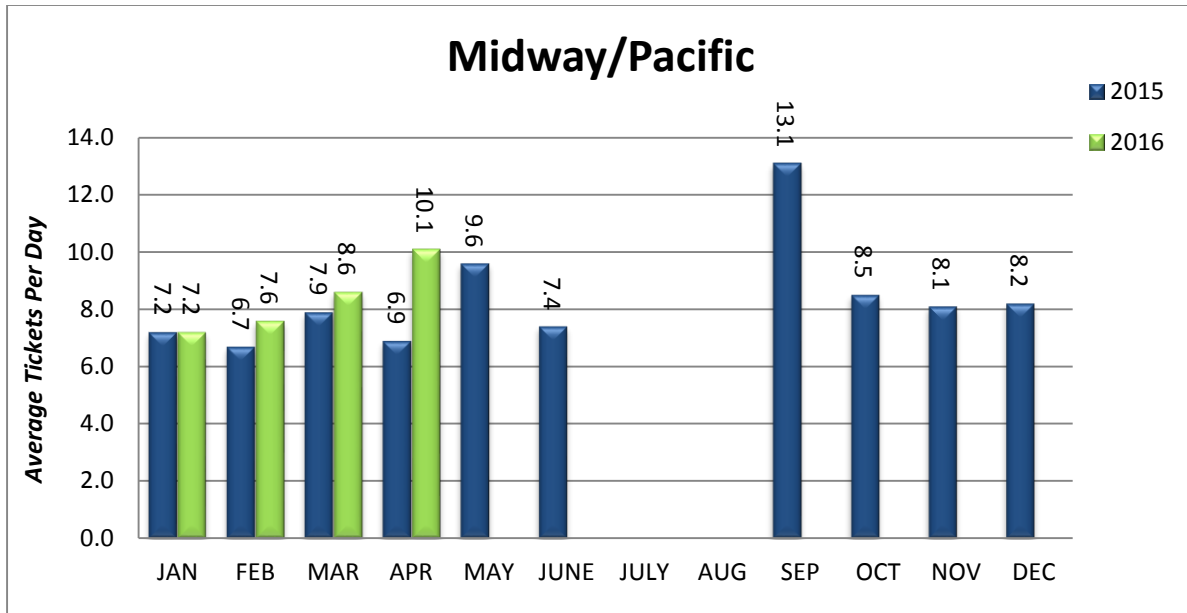


### Traffic Engineering and Operations

- Traffic Calming: Staff received a traffic calming/speed reduction request for 5<sup>th</sup> Ave South near South 222<sup>nd</sup> Street. Staff implemented some initial measures in October and is currently evaluating the effectiveness of the signs and rpms installed.





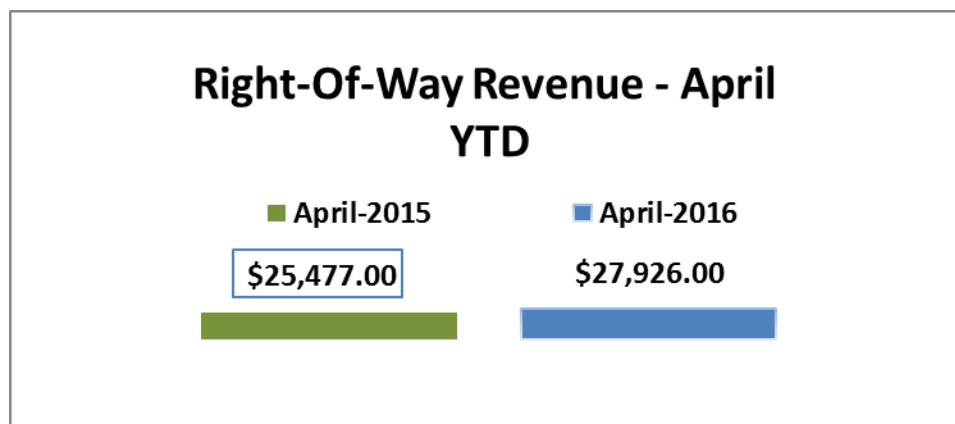


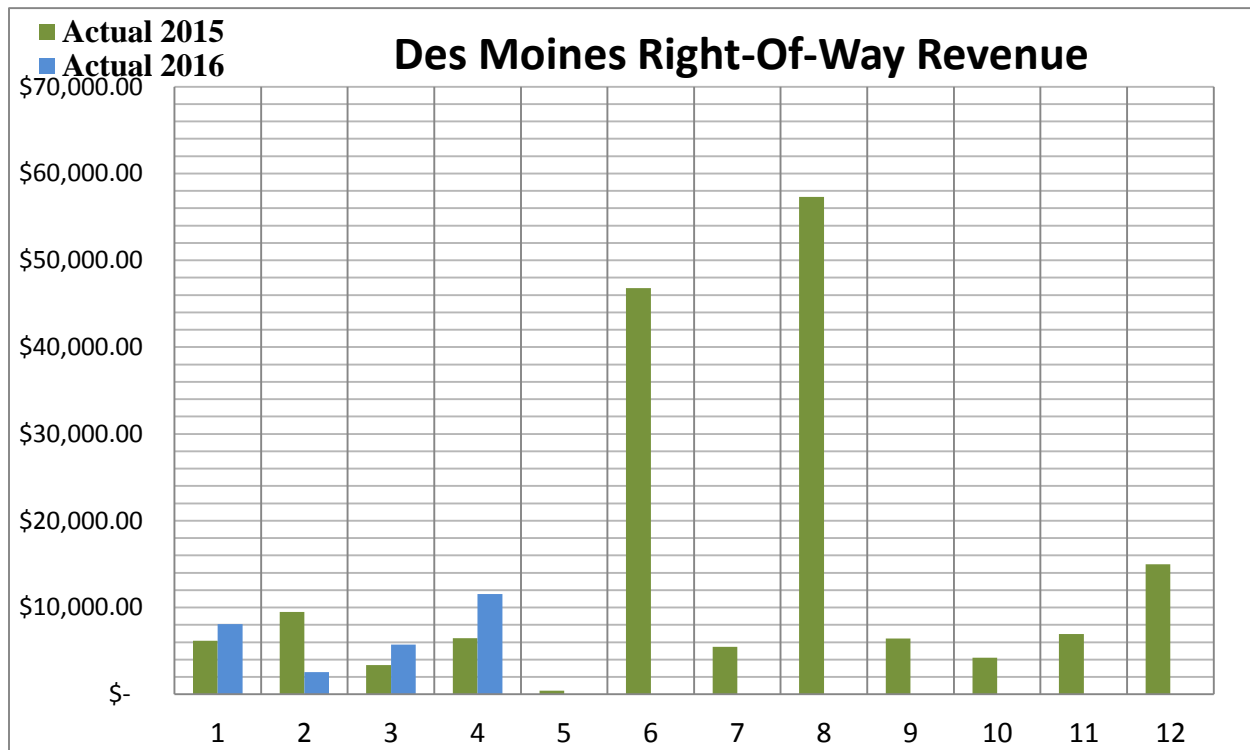
#### School Safety

- 24th Avenue S in front of Midway Elementary School and Pacific Middle School completed its first year with Automated Speed Enforcement. Staff will be closely watching infraction trends in year two of the program.
- For April 2016, Woodmont Elementary averaged 7.1 tickets daily compared to 9.3 for the same time period in 2015. Midway/Pacific averaged 10.1 tickets daily slightly up from the average of 6.9 for the same time period in 2015.

#### Civil Engineering Services

- Right-of-Way Use Permits and Inspections: Eighteen (18) Right-of-Way permits were processed in April for a total of \$11,565.00.





#### Capital Improvement Projects

- Grant Applications: Staff continues to look for grant funds for transportation/safety projects and applied for a CDBG Parkside Park Improvement Grant with in May with Patrice Thorell, Parks & Recreation Director for park improvements and environmental cleanup.
- Multi-Year On-Call Consultant – Task Order Tracking:
  - Following is a summary of the On-Call Engineering Services task order assignments for 2016 through 2017:

Consultant	City Mgr	Council	Authorized	Spent
KPG		1	\$95,700	
Parametrix		1	\$90,005	
Fehr & Peers				
ESA				
Tetra Tech		1	\$183,048	



Blueline Group				
BergerAbam				
Kpff				
HDR				
ExelTech				
AMEC Environment & Infrastructure, Inc.		1	\$3,300	

## Surface Water Management (SWM) Division

- Illicit Discharge Detection and Elimination (IDDE); Residents are directed to call 206.870.6869 to report discharges or spills. Residents may also call the after-hours hotline at 206.550.5612 or the Police non-emergency number at 206.878.3301 during times that City Hall is closed. During the month of March there were eight spill responses to report, with a total of eighteen for the year.
- To meet the permit requirement for IDDE, the field screening program is continuing in 2016. The goal for 2016 is to have roughly 13% of the City screened to be on track for NPDES permit compliance. Areas that have been noted as potential fecal coliform hot spots will be field screened first in order to help the shellfish in Poverty Bay. A total of 46 basins have been field screened in 2016.
- In association with the NPDES permit's IDDE program the City is in the process of partnering with King County to help the reduction and elimination of fecal coliform levels in Poverty Bay. Poverty Bay is currently under "conditional" restriction for shell fish harvesting and is being threatening to the point of increasing the restriction to "prohibited." A grant will be used to fund a source tracking program to help locate any possible sources of fecal coliform and ultimately allow the City to eliminate these sources.

## NPDES Permit Activity

- The annual report and the SWMP have both been updated and submitted to the Department of Ecology before the March 31st deadline. These documents are now required to be updated on the City's website by May 31st.

- The Department of Ecology has announced that NPDES permit audits will begin this year for phase II permittees. They will be rolling out audits by region and in groups, the first jurisdiction to receive audits this year is the City of New Castle. The City of Des Moines will be working to prepare for these audits and provide the appropriate staff training.
- The City has continued its partnership with Environmental Coalition of South Seattle (ECOSS) to help educate, train, and deliver free spill kits to thirteen Des Moines businesses in 2016. “ECOSS” is a nonprofit organization that encourages urban redevelopment and a healthy environment by providing education, resources and technical assistance to diverse businesses and communities in the Puget Sound region ([www.ecoss.org](http://www.ecoss.org)).
- The City is currently in the process of joining multiple other jurisdictions in the pursuit of advertising BMP related coupons and public education through a phone app called Chinook Book. The City will be purchasing 100 12-month subscription cards that will be Des Moines resident’s access to the app. The intent of the program is to deliver information and incentives that will change targeted behaviors, a requirement that is set forth in the NPDES permit.



### Low Impact Development (LID) Code Integration Project

Recent NPDES stormwater requirements issued by the Department of Ecology require that by December 31, 2016 municipalities integrate stormwater LID principals and best management practices into local codes and ordinances. Over the next several months, staff will be reviewing our regulations and standards to identify ways to best integrate LID into our codes, ordinances, policies, processes and standards to comply with the new requirements. A Task Assignment with Parametrix for assisting with this effort was approved for the March 10 Council meeting.

### Municipal Operations and Maintenance

Stormwater asset inspection and maintenance is well under way for the 2016 cycle. Public catch basin inspection and maintenance has begun for the year. Inspections are being recorded and tracked using I-pads with “Cityworks” installed on them. The yearly stormwater flow control and water quality facility inspections will begin in October.

A draft SWPP (Stormwater Pollution Prevention Plan) for the City’s maintenance yards is currently being reviewed and will becoming effective this year. This plan describes staff responsibilities and necessary structural preventive measures for each site. The plan includes spill response information, visual outfall monitoring, site inspections, staff training and many best management practices.

### West Nile Virus (WNV)

Public stormwater ponds citywide are scheduled to be treated during the month of May. The Aquatic Mosquito Control permit renewal has been approved by the Department of Ecology. The SWM department is actively working on obtaining two individual Aquatic Pest Control licenses through the Department of Agriculture. King County is currently under Alert Level 1 for mosquito activity for the April 2016 through October 2016. There were no reports of WNV activity during

April. During the time period, city staff will continue to be watchful for future places and items, where standing water could occur and support mosquito breeding, such as old tires, buckets, youth swimming pools, wheel barrows, bird baths, etc. Citizens are encouraged to inspect their property and surrounding areas for similar places and items.

## Capital & Facility Projects

Following is a summary of the Department's activity in support of this year's facilities and CIP projects in Transportation, Surface Water Management and Municipal Capital Improvements:

### Transportation CIP

- Redondo Boardwalk: Construction continues on schedule for the Redondo Boardwalk. Current activities include boardwalk pile encapsulation, existing pile removal, concrete boring for deck anchors, and cross beam & concrete deck pre-casting at an off-site location.
- Pavement Management Program: The City has solicited a Request for Proposal for a Citywide Pavement Management Condition Inventory and selected IMS Infrastructure Management Services to perform the work. A project kick-off meeting will be held in May with field inspection beginning in June. Completion of the pavement assessment will conclude in the fall of 2016.



- Transportation Gateway Project:



**S. 216<sup>th</sup> Street under construction - looking west, 4/26/16**

- S 216<sup>th</sup> St Segment 1-A (24<sup>th</sup> Avenue S to SR99): Under a contract approved by the City, SCI Infrastructure, LLC, is progressing with roadway work on schedule. The right of way has been cleared. Undergrounding of utilities in a joint trench is underway. Utility work, and installation of the main storm drainage system, should be complete by the end of May. In June, it is anticipated that curbs, gutters and sidewalk will be poured on the north side as well as pulverizing the roadway, grading and laying down the first layer of asphalt to create new temporary travel lanes. The contractor will then switch traffic and pedestrians to the northern portion of the roadway allowing construction of curbs, gutters, sidewalks, etc. on the south side. Variable message signs continue to announce that the traveling public should expect delays and there may be occasional night and weekend work. The contractor is working with a construction schedule to have the project substantially complete, including final paving, by November, 2016.
- 24<sup>th</sup> Avenue South (S 216<sup>th</sup> St to S 208<sup>th</sup> St): Project management review by WSDOT (FHWA grant requirement) has been Re-scheduled for the spring of 2016, after the final pay estimate has been processed. The City of SeaTac advertised the northerly extension of 24<sup>th</sup>/28<sup>th</sup> Avenue S to S 200<sup>th</sup> Street, opened bids and is expected to award a contract in May with construction beginning this summer.
- South 224<sup>th</sup> Street Sidewalk Improvements: Staff is planning to utilize existing Pacific Ridge Neighborhood Improvement funds along with Pacific Ridge Mitigation funds from various

projects, including the Four Pointes Hotel by Sheraton, to begin design improvements. The majority of the design efforts will take place in early 2016.

- South 268<sup>th</sup> Street Sidewalks: Staff was notified in June that our project application was awarded for funding by FHWA through their Highway Safety Improvement Program (HSIP). Staff has begun the paperwork process to obligate design funds with the State.
- Barnes Creek Trail: The City and Consultant, KPG, have completed 30% design. The City is currently coordinating efforts with WSDOT to determine environmental permitting needs to complete 60% design and future bid documents. Additionally, the City will be preparing a PSRC grant application for STP/CMAQ construction funds due early May.

#### Surface Water Management CIP

- Lower Massey Creek Channel Modification Project: The construction contract has been awarded to Reed Trucking and Excavation. A pre-construction meeting was held in April the contractor is anticipated to mobilize to the site mid-May.
- Barnes Creek/Kent-Des Moines Road Culvert Replacement Project: Staff has contacted Tetra Tech Engineers to prepare a scope of work for doing the project design.

#### Municipal Capital Improvements

- Picnic Shelter/Restroom Rehabilitation: Design consultant (David A. Clark Architects) is currently working on the design. Staff met with both State and County Historic Preservation reps recently to discuss windows. Good news – we do not have to restore the windows (like the Dining Hall project). Bad news – they want wood windows with true divided light. The consultant is working on finding us the most cost-effective solution. Current schedule shows bidding in April, with completion in August.
- Parkside Park Renovation: Design consultant (The LA Studio LLC) has been chosen, and a fee of \$48,000 has been agreed upon for the design and construction administration services. As soon as contracts are in-place, design will begin. Current schedule shows bidding in May, with completion in October. Working with Ecology on contaminated soils remediation.

#### Facilities

- Public Works Service Center Repairs to the Upper Wall CMU Joints: City staff will be doing this work now that the building has been re-painted. This project will remove the old failing grout and install some new flashing to redirect rain away from the joints. All project materials were purchased and delivered to the Service Center prior to the end of 2015. Work will be completed as weather permits.
- Field House Roof: Working on compiling scope of work for bidding purposes. During roof investigation, it was determined that the roof decking is only skip sheathing, with insufficient attic ventilation. We will have to add ½” CDX plywood over the entire roof to prepare a proper roof deck upon which to install the new roofing materials (the additional plywood weight will not pose any sort of structural issues). The new ventilation (attic louver vents on both ends of the building) will need to be cleared with King County Historic Preservation. If we don’t add proper ventilation, the new roof will not last as long as it should. Current cost estimate inclusive of new plywood and City permits is \$115,700; within the approved budget amount



of \$120,000. As soon as we receive the recommended ventilation louver sizes from the architect, we can begin dialogue with King County.

- Council Chambers Lighting: This project was recommended by the contractor that installed the new video recording system, because with the new HD technology; we now have less than optimal broadcasts and recording. Staff recommends keeping this project in the 2016 work program contingent upon the actual cost of the completed Field House Roofing Project.

## Public Works & Parks Maintenance Division

- Maintenance activities included: SWM – catch basin (CB) maintenance, ditch maintenance, material hauling/disposal, utility location services; Streets – sign maintenance and repair, pothole/sinkhole repair, street sweeping, street tree maintenance, tree/vegetation removal and gravel road and shoulder repair; Parks – routine park rounds and maintenance, sports field preparation and management of landscape maintenance contractor; Facilities –general building maintenance and repairs, management and coordination of vendors to include fire and security system inspections and locks replacements; Fleet – routine “in-house” and outside mechanic services performed;
- Anthony continues to upgrade and reorganize CityWorks. We have been changing the way we organize the SWM work order process with the addition of the Basin and facility inspections. We have been using the I-pads in the field for two months and it has really streamlined the inspection and lessened the CityWorks work load.

## Surface Water Management (SWM)

- Catch Basin (CB) Maintenance: Since March we have inspected 431 Catch Basins (9%) of the total of 4801 in the system.
- Inspections: The 2016 pond inspections form is complete and the inspections are scheduled for this fall. Ditch and Pond Maintenance: The crews have been working on the 2015 pond inspection work order list. The crew has completed 75% of the list with 12 work orders remaining.
- Work Orders: Completed 15 Work Orders regarding various issues during the month.
- Projects: Projects this month include the planning of plants and grass to finish the 254<sup>th</sup> swale renovation. Sediment removal at the 268<sup>th</sup> and 220<sup>th</sup> ponds. The opening of the pipe at 272<sup>nd</sup> to be able to investigate the condition of the pipe.
- Utility Locates: 106 utility locate services were completed during April for a total of 362 for 2016.
- Removed a tree that ended up in the outlet pipe at Redondo Beach Club. The log had made it up the pipe about 20ft.



## Transportation (Streets/Traffic)

- Signage: 14 signs were repaired and 5 work orders completed.
- Pothole/Sinkhole Repair: 20 potholes repaired City-wide.
- Street Maintenance: Completed 21 work orders.
- Roadside Maintenance: Repaired several gravel shoulder issues City-wide. Getting bids on 5 sidewalk areas that need repaired.
- Other Work: City wide ditch mowing, Line trimming around all utility poles and signs. Continue to spray guardrail areas. Removed a tree and installed a walkway for the new charging station at the west end of the lower shop behind Engineering.



## Parks

- Park Rounds: Regular rounds and maintenance operations at City parks and buildings grounds.
- Sports Fields: Continuing pre-season field work at the Fieldhouse and Underwood.
- Parks Maintenance: Started weekly mowing and trimming.
- Management of Contracted Park and Streetscape Maintenance: Inspected contracted work performed at parks and building grounds; noted above satisfactory performance at all locations.



- Turned on drinking fountains at Beach Park, Midway and Wooton Parks.
- Removed two downed trees across from Des Moines Creek trail.
- Continued pressure washing benches, table, signs, trash cans, play equipment and walkways city-wide.
- Applied broadleaf herbicide to many of the parks.
- Weeded, pruned and beauty barked the beds at the Activity Center.
- Setup irrigation schedule to City parks and streetscapes.
- Applied Roundup to fence lines and posts at all the parks

that NLS do not take care of.

- Hired two seasonal park workers for 5-month positions, Noel Eng and Kevin Smith joined us for a 2<sup>nd</sup> year.

## Facilities

**Routine Maintenance:** Performed general maintenance and repair tasks that included HVAC, plumbing, electrical and lock repair at multiple facilities throughout the City.

- **Management of Contracted Vendor Services:** Monitored, coordinated and inspected contracted maintenance services which include pest control, security alarms, sprinkler systems and HVAC maintenance.
- **Other Maintenance:** Repaired Underwood security light issues, looking at changing out the Underwood restroom outside lighting with LED lights.

## Fleet

**Routine “In-House” Services:** In March, performed 15 maintenance events that included: changing oil and filters, brake and tire services, routine vehicle and equipment services and safety inspections.



- Interviewed and hired Trevor Bonholzer for the Assistant mechanic/SWM worker.
- 4 complete brake jobs.
- Received the new parks mower and put into service.
- Continuing CDL training with SWM Maintenance Worker, Bob Remien.

## Special Activities

- **Business Systems Improvements - Cityworks/Timekeeper/Scheduling System:** Continued progress with implementation of systems. Cityworks training is continuing with the Parks and Fleet Management Divisions to be implemented in 2015. Developing timelines and



critical path milestones for full implementation and interface of these three systems continues.

- The PBPW Department participated again this year in the USPS “Stamp Out Hunger” Food Drive. Thank you to all that participated - we filled the bin once again!
- The City of Des Moines Public Works Department won awards from both APWA and ACEC for the seismic retrofit of the Saltwater State Park Bridge. The project secured the 2016 APWA Washington Chapter Project of the Year Award and the 2016 ACEC Best in State Bronze Award for Originality/Innovation. The 1934-built, BRAC-funded structure carries Marine View Drive South over the park and McSorley Creek. Congratulations Engineering team!

